

## 5 FAH-1 H-720 PREPARING DEPARTMENT NOTICES

*(TL:CH-4; 07-31-2002)*

### 5 FAH-1 H-721 GENERAL

*(TL:CH-4; 07-31-2002)*

- a. The Office of Multi-Media Services (A/RPS/MMS) publishes Department Notices. Drafters may prepare Department Notices using either of the following methods:
  - (1) **Plain white bond paper (8 1/2 x 11)**—Use one-inch margins on all sides. Center and bold the title as the first line of the Department Notice. Begin text two spaces below the title, single space the text in block style, and double space between paragraphs.
  - (2) **Form DS-1337, Department Notice Request**—This form is available on A/RPS/DIR's intranet web site at <http://arpsdir.a.state.gov> (see Exhibit 5 FAH-1 H-724). It contains both clearance and distribution areas indicated within the masthead. Drafters should prepare the Notice using the same format as indicated in (1) above.
- b. Prepare additional pages on 8 1/2" x 11" plain white bond paper.

### 5 FAH-1 H-722 DRAFTING AND CLEARING DEPARTMENT NOTICES

*(TL:CH-4; 07-31-2002)*

- a. The originating office drafts, obtains clearances, and initiates publication of the Department Notice. This office obtains clearances from any office concerned with the substance of the Notice. The originating office also coordinates Notices designated for distribution to employees of USAID with the responsible officials.
- b. The drafting (originating) office must retain a record of clearances for the Notice. Clearance information appears in the masthead (preprinted

heading) on Form DS-1337. When using plain bond paper, drafters should attach a separate page on top of the Notice with the necessary clearance information.

## **5 FAH-1 H-723 DISTRIBUTION**

*(TL:CH-4; 07-31-2002)*

- a. Drafters indicate distribution instructions at the top of Form DS-1337 by circling one of the following patterns:
  - (1) All employees State;
  - (2) All employees State and USAID.
- b. For Notices prepared on plain bond paper, distribution is noted in the "Distribution" block on Form DS-5, Requisition for Publishing, Reproduction, and Distribution Services. See 5 FAH-1 H-724 Exhibit H-724.

## **5 FAH-1 H-724 REQUEST FOR PRINTING**


*(TL:CH-4; 07-31-2002)*

- a. Drafters should complete Form DS-5 (5 FAH-1 H-724 Exhibit H-724) to be forwarded along with the completed Form DS-1337.
- b. The organization's budget officer must complete the blocks on the DS-5 beginning with "Appropriation" before A/RPS/MMS will accept the form.
- c. The drafter initials the DS-5 at the top right of the form to verify service desired and submits both forms to the Multi Media Services Division, Room B930.

## **5 FAH-1 H-725 THROUGH H-729 UNASSIGNED**

# 5 FAH-1 H-724 EXHIBIT H-724 FORM DS-5, REQUISITION FOR PUBLISHING, REPRODUCTION, AND DISTRIBUTION SERVICES

(TL:CH-4; 07-31-2002)

 <b>U.S. Department of State REQUISITION FOR PUBLISHING, REPRODUCTION, AND DISTRIBUTION SERVICES</b>		<b>Security Classification</b>  <b>Unclassified</b>	<b>Work Order No.</b> (for MMS use only)	<b>Date of Request</b> (mm-dd-yyyy) <b>12-08-02</b>	<b>Due Date</b> (mm-dd-yyyy) <b>12-28-02</b>
<b>Job Title</b>  <b>Correspondence Handbook</b>		<b>Contact Person</b> <b>Jane Doe</b>			
		<b>Office Symbol</b> <b>IRM/APR/RG</b>	<b>Room No.</b> <b>H433</b>	<b>Bldg.</b> <b>SA-1</b>	
		<b>Telephone No.</b> <b>(202) 647-0099</b>			
<b>Publication Approval Submitted</b> Yes <input type="checkbox"/> N/A <input checked="" type="checkbox"/>		<b>Editorial Services</b>			
<b>Job Specifications</b>		<input type="checkbox"/> Edit copy			
<b>No. of Pages</b> <b>200</b>	<b>No. of Copies</b> <b>100</b>	<input type="checkbox"/> Compose Text			
<b>Finished Size</b> <b>8 1/2 X 11</b>		<input type="checkbox"/> Scan Text (OCR)			
<b>Kind and Color of Paper &amp; Ink</b>		<input type="checkbox"/> Scan Images (TIFF)			
<b>Cover: Card Stock</b>	<b>Ink: Blue</b>	<input type="checkbox"/> File Conversion			
		<input type="checkbox"/> Disk Duplication			
<b>Text: Bond</b>	<b>Ink: Black</b>	<input type="checkbox"/> Other _____			
		<input type="checkbox"/> Certificates Size _____ No. _____			
		<input type="checkbox"/> Table Tents Size _____ No. _____			
<b>Distribution Instructions</b>					
Deliver to Jane Doe					
<b>Printing and Bindery Specifications</b>					
<input type="checkbox"/> One Sided Copying <input checked="" type="checkbox"/> 2 Sided Copying <input type="checkbox"/> Spiral Bind <input type="checkbox"/> Perfect Bind <input type="checkbox"/> Assembling					
<input type="checkbox"/> Saddle Stitch <input type="checkbox"/> Punching <input checked="" type="checkbox"/> 3 Hole <input type="checkbox"/> 5 Hole <input type="checkbox"/> Stapling <input type="checkbox"/> Folding <input type="checkbox"/> Velo Bind					
<b>Additional Instructions</b>					
<b>SIGNATURE OF AUTHORIZED OFFICIAL</b>		<b>DATE (mm-dd-yyyy)</b> <b>12-08-02</b>		<b>EDITORIAL ESTIMATE</b>	<b>PRINTING ESTIMATE</b>
<b>APPROPRIATION</b> <b>1820122</b>	<b>ALLOTMENT</b> <b>1266</b>	<b>OBLIGATION NO.</b> <b>2992000</b>	<b>ORGANIZATION CODE</b> <b>199999</b>	<b>FUNCTION CODE</b> <b>5574</b>	<b>OBJECT CODE</b> <b>2488</b>
<b>AMOUNT</b>					
<b>ORIGINAL</b>					